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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 3 DECEMBER 1986

1. Status of Tasks Assigned by Senior Management:

at reports that
a. The DDCI furniture sent out for ~~reupholstering~~ *reupholstering* ~~last week~~ was ~~satisfactorily~~ returned on 26 November.

b. All furniture and supplies have been set up in the Bay 1 area of the New North Loading Dock for Operation Santa Claus. The collection will begin soon.

2. Major Events That Have Occurred During the Preceding Week:

at report that
a. The portable chillers ~~that were~~ used for the Headquarters compound chilled water outage on 22 and 23 November will ~~start to~~ be removed ~~Monday~~, 1 December.

b. The HVAC systems study in the Original Headquarters Building has begun. The study will address the adequacy of the HVAC system to support the future building population. When accepted, the study will provide information to properly repopulate the building.

c. ~~Egg Decorating Traditions, a show including eggs of many techniques, materials and country of origin, is on display in the Fine Arts Commission Exhibit Hall, 1D corridor, Headquarters from 1 through 29 December. All items have been loaned to us by [redacted] wife of a retired Logistics employee. The Interior Design Staff handled all arrangements for the show.~~

staff notes

staff notes

1D corridor Headquarters

On display in the Fine Arts Exhibit Hall is a show entitled "Egg Decorating Traditions". This show includes eggs of many techniques, materials, and origins, and will be an exhibit from 1 through 29 December. All items are loaned to the Office of Logistics [redacted] retired Logistics employee.

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NO
d. On 26 November 1986, a meeting was held with the Agency's primary typewriter repair contractor, BMA. During this meeting, the problems which the Agency has been experiencing, i.e., slow repair time, limited parts availability, etc., were presented to the contractor in writing by Procurement Division and verbally by BSB personnel. BMA is to prepare its reply by 5 December. The reply will indicate how they plan to take corrective measures to meet the terms of the contract.

yes
e. ~~On Monday, 24 November,~~ The Mail & Courier Branch provided special courier support to the Public Affairs Office/DCI. ~~Copies of a paper prepared by the DCI, was hand carried to the Newsweek and Time magazine offices. Later that same day, a press release was delivered to the Washington Times newspaper. A total of six man hours was expended to provide this special support to the Public Affairs Office.~~ In addition
[redacted]

NO
f. The Passenger Vehicle Section of the Motor Pool Branch received memorandums requesting transportation for 747 passengers via special runs during the past week.
[redacted]

NO
g. During the past week, a total of 185 pieces of PTI furniture were collected by Services Section. A total of 615 work hours were expended in support of projects reported herein.

NO
h. On 26 November, a total of 108 pieces of Corry Jamestown furniture was offloaded [redacted] and delivered to the third floor [redacted] for OC/ED.
[redacted]

NO
j. Seven buses from American Coachlines were chartered on the 25th of November to transport 206 passengers from outlying buildings to Headquarters for a special program for the Office of Security.

NO
k. Special limousine services were provided for DDO/LA Division during the period 23 through 25 November. A total of 36 manhours was provided for these services.

No
1. The Disposal Section of Building Services Branch destroyed 42,000 pounds of classified trash from Headquarters Building and 94,240 pounds from outlying buildings. The State Department requested disposal assistance with 8,400 pounds of water soluble classified trash on 28 November. A total of 4,600 pounds of non-soluble classified trash was transported to Andrews Air Force Base for final destruction. The Hammermill is still inoperative. Hardesty expects delivery of the replacement filter bags no later than 1 December and it is hoped that Hardesty and Fenwal can complete their work by the end of the week. Plans are to operate the Hammermill on Monday, Wednesday and Friday nights until the backlog is cleared. Allied transported 17 loads of SOMAT waste to the landfill. [redacted]

25X1
No
m. The Dock Section of Building Services Branch received and processed paperwork for and delivered 1,169 pieces of materiel. Additionally, 19 skids of classified materiel were received for the Pouch Room. [redacted]

Uninterruptable Power Supply System (UPS)

Upcoming Week:

a
OL reports that there will be a
a. ~~The switchover of the existing loads from the Teledyne UPS system to the new 1500 KW Pillar UPS system by the contractor, Gilles and Cotting, is scheduled for 1800 hours on Friday, 5 December to 0600 hours Monday, 8 December in support of the GJ10-GJ20 renovation. It is estimated this switchover will take approximately 60 hours to complete and is being coordinated with OIT, NBPO, Allied, Dicon and FMD personnel. This switchover operation will require the contractor to work continuously until the work is complete.~~
[redacted]

Staff notes (past tense)

No
b. The Passenger Vehicle Section of the Motor Pool Branch is scheduled to transport 92 passengers in response to requests during the coming week.

b
yes
c. On Saturday, 6 December, Building Services Branch will be unloading and warehousing 33,000 square yards of carpet tile in support of the New Headquarters Building Project Office. This shipment, the second of a projected four shipments, will be delivered in seven tractor trailers.

Staff notes

Thirty three thousand square yards of carpet tile scheduled for installation at the New Headquarters Building will be delivered on 6 December. OL is responsible for storing the tiles until the NHB is ready.

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4. Management Activities and Concerns:

25X1 a. [] of Building Services solicited feedback from FBIS Logistics on BSB support. Currently, all operations are running smoothly. Requests submitted via the Form 1490 for services are being completed in a timely fashion. Additionally, excess items are being collected from Key Building corridors on a regular basis. It was requested that a Form 1490 be submitted for any known items discarded and they be held in a central location for pickup whenever possible.

25X1 [] also contacted OC/ED regarding their furniture replacement project that BSB has been supporting over the last week. [] from that office commended [] and his crew for their professionalism. Even though only a partial was released on the first shipment, OC/ED made do with L-units in place of desks until the remainder of the shipment could be delivered on 26 November. [] was pleased with the job performed considering all the problems that surfaced and felt that he was supported throughout the project. []

b. Personnel

25X1 Departing personnel - []
25X1 Engineering Branch
25X1 []
25X1 []
Supply Division

25X1 [] Chief
Facilities Management Division

staff
notes!